

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications. Methods and techniques of proper phone etiquette. Mathematical principles. Basic business letter writing and the standard format for typed materials. Methods and techniques for basic report preparation and writing. Principles and procedures of record keeping and filing. English usage, spelling, grammar and punctuation. Depending on assignment, knowledge of accounting, clerical, construction, legal, and computer terminology may be required. Administrative procedures affecting inventory, purchasing, accounting and personnel/payroll transactions.

Ability to:

Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities. Understand, interpret, and apply general administrative and departmental policies and procedures. Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Exercise good judgment in maintaining information, records, and reports. Read, understand, and review documents for accuracy and relevant information. Use applicable office terminology, forms, documents, and procedures in the course of the work. Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Make accurate arithmetic calculations in the receipt of moneys. Compose correspondence or documents. Meet critical deadlines. Deal successfully with the public, in person and over the telephone. Courteously respond to community issues, concerns, and needs.

Understand and follow instructions. Operate and use modern office equipment including a computer and various software packages. Type and enter data at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

SALARY AND BENEFITS:

The salary schedule is a five-step range: \$3,907.38 – \$4,749.45 monthly. Benefits include: employer payment up to \$1,326.63/month towards health insurance premium and full family dental and vision insurance, up to 26 days vacation per year depending upon years of employment, fourteen holidays, \$20,000 term life insurance with \$40,000 accidental death insurance, retirement plan under the Public Employees Retirement System (PERS) plan, long term disability insurance, voluntary flexible benefits plan, and the choice of three voluntary deferred compensation plans.

SELECTION PROCESS:

Applications will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation. Travel costs are at the applicant's expense. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Candidates placed in this position will be fingerprinted.

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are necessary at any stage of

the examination process, notify this department in advance and every attempt will be made to consider your request. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

IMMIGRATION REFORM / CONTROL ACT:

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

APPLICATION PROCESS:

Required City application may be obtained by visiting our website at www.brentwoodca.gov; calling 925-516-5191, or in-person at Brentwood City Hall, 150 City Park Way, Brentwood CA 94513 from 8:00 a.m. to 5:00 p.m. **Application and certified typing certificate including net/wpm dated April 1, 2016 or later must be dropped off at the Payment Center on the first floor of City Hall or mailed directly to Human Resources at 150 City Park Way. Application and typing certificate must be received by application deadline. Application deadline: 4:00 p.m., Friday, September 30, 2016. On-line typing certificates and certificates that are not certified will not be accepted. Certificates that do not indicate net/wpm will not be accepted. Faxes, emails and postmarks will NOT be accepted.**

TYPING SPEED:

Ability to type 40 net/wpm required.

The City of Brentwood is an
EQUAL OPPORTUNITY EMPLOYER



Invites applications for:

Administrative Assistant I Parks & Recreation Department

Monthly Salary:
\$3,907.38 – \$4,749.45

**Apply by: 4 p.m., Friday, September 30,
2016**

Submittal of certified typing certification with minimum 40 net/wpm typing speed dated April 1, 2016 or later is required with employment application. Certified net/wpm means total words typed minus errors as confirmed by testing facility. On-line typing certificates and certificates that are not certified will not be accepted. Certificates that do not indicate net/wpm will not be accepted.

Brentwood City Hall
150 City Park Way
Brentwood, CA 94513

THE CITY

Brentwood is a pleasant, progressive and growing city of approximately 58,000 residents in Eastern Contra Costa County. A significant number of citizens are Spanish speaking. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system. Los Medanos Community College is located a short distance away. Housing opportunities are varied and affordable.

THE POSITION

The current vacancy exists in the Parks and Recreation Department. The primary duties of this position will be able to handle multiple phone lines at once, stay on task with multiple interruptions, and the main point of contact for facility rentals up to and including contract and insurance requirements.

SUMMARY DESCRIPTION

Under supervision of assigned supervisory or management staff, performs a wide variety of general or specialized office support, clerical, secretarial, and routine administrative and programmatic work in support of assigned department, division, or function; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; sorts, logs, and maintains a variety of files and records; and assists citizens and the general public and provides information related to specific area of assignment.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the clerical administrative support series performing routine and less complex office support assignments while learning City policies and procedures. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

REPRESENTATIVE DUTIES

To view all, please visit www.brentwoodca.gov

- Organizes and coordinates work activities; recommends improvements in work flow, procedures, and use of equipment and forms; implements improvements as approved; develops and revises office forms and report formats as required.
- Performs a wide variety of responsible administrative and office support duties for assigned staff; relieves supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
- Assists other City staff, the general public, and outside groups and agencies by providing information related to specific program area of assignment; receives office and telephone calls; responds to complaints and requests for information relating to assigned responsibilities; supplies information concerning fees, permits, legal requirements, procedures, and services provided by City departments; refers callers to appropriate City staff for further assistance as needed.
- Provides information and forms and assists the public in filling out forms; collects, verifies, reviews, and processes materials, applications, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports.
- Maintains accurate and up-to-date files and records for assigned areas; develops and monitors various logs, accounts, and files for current and accurate information; develops, organizes, and maintains filing systems.
- Performs a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintains a

variety of accounting records, logs, and files including petty cash, daily cash, and daily revenue records; processes purchase orders and checks incoming orders; receives and processes fees, fines, or other money; prepares receipts and balances money received; deposits money; processes employee timecards and provides support in payroll activities and to payroll functions; as assigned, prepares rental agreements and reviews for completeness.

- Makes appointments and maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities with other City departments, the public and outside agencies; organizes meetings by notifying participants, making room arrangements, and preparing required informational materials; makes travel arrangements as necessary.
- Utilizes various computer applications and software packages; inputs, retrieves, and references various computer data management systems such as financial, budget, work order, or permit tracking systems; develops, enters data, maintains, and generates reports from a database or network system; designs, maintains, and utilizes data to develop reports using spreadsheet software and/or report writer systems; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software; scans documents into document management system.
- Maintains office equipment and facilities; requests and follows up on building maintenance and custodial services; operates and performs routine preventative maintenance on office machines including data/word processors, copiers, and field dispatch equipment; maintains office supplies and inventories; order supplies as needed.
- May receive incoming telephone and voice radio calls; may generate service requests

and maintain records of work completion for assigned department staff; dispatches field crews or inspectors to work sites and coordinates communication activities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Assistant I**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of clerical experience preferably involving extensive public contact.

LICENSE/CERTIFICATE:

Possession of, or ability to obtain, a valid class C California driver's license.